



Department of Health and Human Services

50 Lonsdale Street
Melbourne Victoria 3000
Telephone: 1300 650 172
GPO Box 4057
Melbourne Victoria 3001
www.dhhs.vic.gov.au
DX 210081

Dear Chief Executive Officer

Under the Stage 4 coronavirus restrictions, there are new requirements for businesses and employers. Certain services and industries will be able to remain operational and will be required by law to have a COVID Safe Plan that is regularly updated. Every employer must complete their COVID Safe Plan by 11.59pm on 7 August 2020. This includes employers within the healthcare and social assistance sectors.

Organisations within healthcare and social assistance sectors may already have a coronavirus pandemic plan in place. You must ensure that your plan addresses the minimum requirements within the COVID Safe Plan template that can be found at <https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan>.

Guidance on how to prepare your COVID Safe Plan is also available on the website. The document includes links to guidance on the WorkSafe and Department of Health and Human Services websites. These documents represent the minimum threshold to prevent and manage coronavirus in the workplace. Sector specific coronavirus guidance above and beyond the minimum threshold should be adhered to where applicable, for example *What personal protective equipment to use and when: residential aged care - Coronavirus (COVID-19) update 30 July 2020*.

Additional employer obligations for workplaces that remain open under the Stage 4 restrictions can also be found at <https://www.business.vic.gov.au/disputes-disasters-and-succession-planning/covid-safe-business/covid-safe-plan>.

The Department of Health and Human Services will convene roundtables with relevant sectors to discuss the COVID Safe Plan and guidance. Further information will be provided regarding the scheduling of the roundtables at the earliest convenience.

Kind regards

Helen Mason
Senior Executive Director, Commissioning
Health and Wellbeing Division

5/8/2020



OFFICIAL